

UNITED STATES COURT OF APPEALS FOR THE FEDERAL CIRCUIT

POSITION VACANCY

ANNOUNCEMENT NO.: 06-06
OPEN: May 30, 2006
CLOSE: Open Until Filled

POSITION: **DEPUTY CLERK FOR CASE
PROCESSING**
Salary commensurate with
education and experience
CL 24/01 (\$32,490) - CL 25/61
(\$58,349)

DUTIES:

The Deputy Clerk for Case Processing performs duties and responsibilities such as the following: (1) Receives, reviews, rejects, and files briefs, appendices, and records relating to docketed appeals; (2) Advises counsel and pro se litigants on rules respecting briefs, appendices, and records; (3) Handles financial transactions such as receiving money, processing credit cards, and writing receipts; (4) Monitors adherence to briefing schedules and drafts dismissal or show cause orders; (5) Oversees the brief and appendix inventory by maintaining and storing active appeals and discarding the surplus stock in mandated appeals; (6) Routes and distributes briefs, appendices, and records to chambers; assists other case processing deputy with the moving and lifting to the storage areas of all briefs accepted for filing by the court; (7) Shares the responsibilities as Courtroom Attendant; (8) Serves as a backup to the Deputy Clerk for Public Information; (9) Able to work in a "team" environment and exhibit a professional demeanor; (10) Enters data into various case management programs; (11) Assists in retiring records to the National Archives Center; (12) Other duties as assigned in accomplishing the mission of the Court as directed by the Senior Deputy Clerk for Case Administration.

GENERAL EXPERIENCE:

Responsible clerical or administrative experience which provided a knowledge of office clerical practices such as filing, telephone usage, and keyboard usage. Sales, stockroom, office machine operations, and similar types of experience are not creditable, unless the experience involved, as a regular and routine part of the job, the use of clerical practices as outlined above. Attention to detail a must.

SPECIALIZED EXPERIENCE:

At least two (2) years experience in progressively responsible clerical or administrative positions involving:

- The continuous application of detailed rules and procedures to lengthy documents
- Proficient Word Processing and accurate data entry skills
- Familiar with automated document tracking software
- Effective, tactful oral and written communication skills
- Ability to manage multiple assignments with restricted deadlines and little supervision utilizing strong organizational skills and attention to detail

EDUCATIONAL SUBSTITUTIONS:

Education above the high school level in accredited institutions may be substituted for the general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of experience.

**SUBMIT FORM SF 171 (PREFERRED), OF-612, OPTIONAL
APPLICATION FOR FEDERAL EMPLOYMENT, OR RESUME,
WITH A COVER LETTER (plus a listing of references, salary history,
and a copy of your educational transcripts) TO:**

**Clerk of Court
U.S. Court of Appeals for the Federal Circuit
717 Madison Place, N.W., Room 401
Washington, DC 20439**

Attention: Pamela J. Twiford, Chief Deputy Clerk

If selected, you may be required to complete an initial performance evaluation period of employment (IPEP). Failure to complete successfully the IPEP may result in termination of employment.

The United States Court of Appeals for the Federal Circuit is an Equal Employment Opportunity employer. Applicants must be United States citizens or eligible to work in the United States.

New employees are subject to a background check or investigation or periodic reinvestigations, if applicable, and that retention depends upon a favorable suitability determination. New employees will be fingerprinted upon entrance on duty.

This position is subject to mandatory Electronic Fund Transfer program (EFT) participation for payment of net pay.